

CONFIDENTIAL

28 September 1960

MEMORANDUM FOR: Chief, Support Staff, FE Division

SUBJECT : Work Simplification Study of FE
Support Staff

1. We have completed the study of your Staff. As the study was done at your request and on a consulting basis, responsibility for any further dissemination of our findings, as well as taking action on the recommendations, will be your prerogative. The Management Staff will, of course, be glad to provide any necessary assistance in implementing the recommendations, as well as following up with written procedures as requested.

2. Our review included a discussion on support with each Branch Chief or his Deputy. The objective of our interviews was to surface problem areas not detected in the course of reviewing the procedures with support personnel. We are pleased to report that in general the Branch comments reflected very little criticism of your Staff and all indicated that logistics support was excellent. The one common complaint is not within the purview of our study. It concerned the slowness and uncertainties in the present procedure for rotation and reassignment. In most cases this included clerical as well as officer personnel. Other problems elicited by us were found to be individual cases rather than problem areas and action in the form of recommending procedural revisions was not warranted.

3. Interim reports on the Personnel, Budget and Finance, Logistics and Security activities were submitted under separate cover on 12 July, 17 August, 31 August and 12 September, respectively. Specific recommendations pertaining to simplification of work performed by the secretaries assigned to your immediate office are attached.

4. Thank you for this opportunity to review headquarters support activities of the Largest Area Division. Our experience should be helpful in future similar studies for other Divisions. Also, we intend to pursue those specific problem areas discussed


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with you relative to cover, accounting, and security, which appear to have DD/P-wide implications. We will advise you of any resulting recommendations as they apply to FE Support.

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Acting Chief,
Management Analysis Staff
(DD/P Area)

Attachment:
Three Recommendations

Distribution:
0 & 1 - Addressee
2 - MAS(DD/P Area)

25X1A9a Mgt//js (28 Sept. 1960)

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